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15 November 1949

MEMORANDUM FOR: MANAGEMENT OFFICER

SUBJECT: Distribution of NIS [REDACTED]

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REFERENCE: Memorandum from AD/ORE to AD/OCD, dated 1 November 1949,
subject: Release of NIS [REDACTED]

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1. Upon receipt of subject memorandum, this Office prepared to disseminate the NIS elements included therein in accordance with General Order No. 22 issued 21 July 1949. Thus, OCD would assume responsibility for "ensuring that copies of CIA INTERNAL USE ONLY and LIMITED DISTRIBUTION reports are appropriately stamped in clearly legible print.....and that physical distribution of all copies of the reports is in accord with the policy and procedures stated herein" (General Order No. 22). OCD with the desire to perform its functions properly is guided by the ORE Operating Procedure No. 15, dated 25 April 1949, which implies certain OCD responsibilities in the issuance of NIS material as indicated by the following:

Section II, paragraph 4, page 2

"Responsibility for physical transmittal [REDACTED] of all material approved for release except maps rests with OCD."

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Section IV, paragraph 1, page 3

"The Office of Collection and Dissemination will be responsible for physical transmittal of intelligence material [REDACTED] upon receipt of release statement from the Assistant Director, ORE. All releasable intelligence material except maps will be transmitted by the Office of Collection and Dissemination to:

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[REDACTED]

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This internal ORE Operating Procedure was issued under the signature of [REDACTED] DAD/ORE.

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2. Paragraph 2 of reference memorandum states "It is requested that you (AD/OCD) verify the fact that these copies, and not the complete copies designed for US use, are the ones actually transmitted." OCD, with its present T/O and within its Statement of Functions, cannot do other than guarantee the release of the appropriate number (150) of each of the designated NIS elements and physically transmit them [REDACTED] in accordance with the above quoted procedures and instructions. If a review of this allocation of responsibilities by your staff indicates that OCD is assuming its responsibilities in too narrow a sense by "physically transmitting" the approved

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number of each approved document, a statement of clarification from the Executive's office would be appreciated.

3. It is the opinion of OCD that the Basic Intelligence Division, ORE, has the responsibility for preparing the NIS elements for dissemination by coordinating the production and obtaining the proper approvals from I & SS and the IAC agencies involved, and will also prepare for Services Division, Administrative Staff, complete and detailed instructions for the printing of all NIS elements. The Chief, Administrative Staff, has proposed satisfactory controls for checking and verifying the production of all NIS elements by GPO but under his jurisdiction. He has proposed, in addition, to actually have a member of his own staff check each copy of each element reproduced for the [redacted] to ensure proper production in line with the instructions of Basic Intelligence Division, ORE. 25X1C8a

4. ORE has orally informed this Office that it expects OCD to make all deletions or additions to all copies of NIS elements whenever changes are requested by the Basic Intelligence Division at any time after Services has delivered the material to us. This might follow completion of Services responsibilities but precede the actual initial dissemination of the material by this Office. In one instance it has already involved removing one sheet and placing another in its place. It is easy to recognize the problem when to do this job means untieing double knots, removing covers, unstapling the total document, taking out the correct page, inserting the new page properly, restapling the document, recovering the document, and retieing the document in each of 150 items. It is also implied that this Office would be expected to remove sections or withhold parts as directed in specific instances in the future. Representatives of ORE assume this to be a normal function for OCD and fully anticipates that such directions will be carried out.

5. If this additional responsibility is to be placed upon OCD, this Office would appreciate a statement to that effect by the Executive after full consideration of all time, personnel, and space requirements by the Management Officer.

6. As indicated in the reference memorandum, OCD now holds a large bulk of NIS material [redacted] and will disseminate such material as soon as specific direction is received from the Executive regarding the placing of responsibilities in respect to NIS production and dissemination. For your further guidance a listing of the number of copies received and some of the errors noted as a result of a spot check by the members of OCD staff is attached. 25X1C8a

Attachments:

[redacted] 25X1A9a
Executive Assistant Director, OCD

1. Copy of Reference Memo
2. Copy of memo to AD/OCD from AD/ORE dated 9 Nov 1949, sub: Release of NIS [redacted]
3. List [redacted] Requests for NIS Elements

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